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DEPARTMENT OF AGRICULTURE

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted September 9, 2015

ADMINISTRATOR, DIVISION OF PLANT INDUSTRY NEVADA DEPARTMENT OF AGRICULTURE

RECRUITMENT OPEN TO: This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Director, Nevada Department of Agriculture.

THE POSITION: This position serves under the direction of the Deputy Director and is responsible for the management of the Division of Plant Industry operations, which includes regulatory, testing, inspection, licensing, certification, and service programs statewide. Programs overseen include: entomology and lab, plant pathology and lab, nursery licensing, pest control operator licensing, pesticide chemistry lab, EPA pesticides (worker protection, groundwater sampling, federal pesticide regulation enforcement, pesticide waste disposal), USDA exporting inspection and certification, USDA GAP (Good Agriculture Practices auditing), USDA AMS Specialty Crop Block Grant, USDA AMS Federal State Marketing Incentives Program Grant, noxious and invasive plants, seed certification, rangeland health, representation of agriculture on the state's Sagebrush Ecosystem Technical Team, USDA APHIS SITC (Smuggling Interdiction and Trade Compliance), and USDA AMS COOL (Country of Origin Labeling), USDA APHIS Cooperative Agriculture Pest Survey grants, Pest Detection and exclusion Farm Bill projects. The incumbent will be involved with public meeting presentations, development of division goals and objectives and establishing strategic plans. The successful candidate for this position must have proven management skills and experience in the development of effective partnerships and working relationships with industry, local state and federal government representatives.

LOCATION: Sparks, Nevada. Sparks/Reno is located at the foothills of the Sierra Nevada Mountains, is home to a university, community college, and offers a thriving arts scene, big-name entertainment, and a wide variety of recreational activities.. Lake Tahoe, historic Virginia City, and the state capitol, Carson City are all within a half-hour drive. The climate is seasonal; summers are warm and dry with cool evenings; winters are cold and dry with moderate snowfall. Low taxes and no state income tax.

APPROXIMATE ANNUAL SALARY: Up to \$98,880 plus benefits * (Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)

BENEFITS: The State benefits package includes a choice of health insurance plans; eleven paid holidays, paid sick and annual leave, and an excellent state retirement plan. An explanation of the state retirement options and related information may be accessed at www.nvpers.org. A description of the current health and dental benefits

provided to all state employees is available at www.pebp.state.nv.us. Other optional benefits are also available, including a deferred compensation program.

TO QUALIFY: Preference will be given to candidates with a Bachelor's degree from an accredited college in one of the agricultural sciences or directly related field and at least five years of experience in the regulation of agriculture. Preferred experience in production agriculture, horticulture, plant biology; natural resource management; supervision of personnel; familiarity and experience in state administrative, legislative, and budgeting procedures. Successful candidates will demonstrate the following:

- Ability to lead through example, self-awareness, motivation, empathy and social skills;
- Knowledge and application of current management trends and principles;
- Ability to direct multiple programs involving multi-disciplinary staff;
- Effective communication of ideas and principles through public speaking and concise written documents;
- Application of a code of ethics in the business environment;
- Ability to form and maintain positive working relationships with employees, industry, local government, state and federal organizations;
- Knowledge of agriculture and plant industry related industries and their economic importance;
- Application of fiscal policy; and
- Knowledge of legislative processes.

Up to 25% statewide travel is required. A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

ADDITIONAL REQUIREMENTS: Please respond to the following questions and limit your response to one page per question. Responses should include timeframes; reference to specific regulation or statute, when applicable; and level of responsibility in each position as it relates to experience in the question:

1. Describe your experience and strengths relative to resource management, both human and equipment.
2. Describe your experience in industry regulations.
3. Describe your experience in public administration.
4. What is your experience in accounting and fiscal management?
5. Describe your experience in business administration.
6. Describe your supervisory experience, including number and occupations of employees.

SELECTION PROCESS: Applicant submittals will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited to Sparks for an interview at their own expense. Final selection will be made by the Director, Department of Agriculture.

RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED

All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.) All submittals shall include a cover letter, resume, and the name, address, email address, and telephone number for five references.

SUBMIT RESUMES/DIRECT INQUIRIES TO:

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The State of Nevada is an Equal Opportunity Employer.